

FRTQ Reg

ADS-5-7

FBIS 6415-88
18 March 1988

MEMORANDUM FOR: Chief, Printing & Photography Division,
Office of Logistics

VIA: Chief, Copier Management Program

FROM:
Chief, Administrative Staff, FBIS

25X1

SUBJECT: FBIS Copier Replacements, Management

1. FBIS many months ago began a program of trying to replace outdated, poorly functioning copier machines. We would appreciate your assistance in completing this program.

a. In May 1987 we submitted a Form 4266 requesting the upgrade of a Xerox 3100 machine. P&PD informed us that this request would be handled in July, at the time of our move to Reston. As of this date, long after the move, the machine has not been replaced.

b. We also requested on a Form 4266, dated 27 January 1988, the upgrade of a Xerox 8200 machine. This machine is old, cumbersome, and has been experiencing "excessive down time." It serves our large Production Group and is heavily used for copying books and other items for translation.

c. We are submitting two additional requests to upgrade existing copier machines. Both machines produce poor quality copy and experience a large amount of "down time." One machine is a Ricoh, Model FT 4065, Serial 685070760, located in 3S18, . The other is a Xerox 2830, Serial T19313670, located in Room 1N07, . The Xerox service person tells us that this machine is definitely on its "last leg" and should be replaced.

25X1
25X1

We request your assistance in the upgrading or replacement of all of these machines.

2. FBIS also has two copy machines which belong on the P&PD inventory for accountability and maintenance.

25X1

CONFIDENTIAL

a. A Graphics Enterprise machine, model 1824, serial 70120055, which is currently under Preventive Maintenance Agreement valid through 12 August 1987.

b. A Canon machine, Model NP-2436, Serial Number JM000721. This machine is not currently under any maintenance agreement.

3. We look forward to your assistance in the handling of these requirements. Should there be any questions please contact [redacted]

25X1

25X1

25X1

Distribution:

Original - Addressee

1 - C/CMP

1 - AS Chrono

1 - IMO

1 - Subject File

1 - FBIS Reg

IMO/AS/FBIS/DS&T [redacted] /10 MAR 88

25X1

CONFIDENTIAL